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. 31 October 1946

## CENTRAL INTELLIGENCE GROUF

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C.I.G. AD HISTRATIVE ORDER

25X1A EST. BLISHNENT OF PERSONNEL REVIEW COLDITTEE

EST. BLISH ENT - There is hereby established within the C.I.G. a Fersonnel Review Committee.

- 2. IT BIRS The Personnel Review Committee shall consist of a Chairman and two members. The Chairman shall be designated by the Director. The two members shall be designated by the Executive for Personnel and administratio
- 3. FUNCTIONS The functions of the Personnel Review Committee will be as follows:
  - The Committee will study and recommend to the Director, through (a) the Executive for Fersonnel and Aministration, a uniform salary scale for overt and semi-covert positions to be paid from Special Funds.
  - (b) The Committee shall review all overt and semi-covert personnel actions to be charged to Special Funds as to:
    - (1) Proposed position.
    - (2) Qualifications of proposed incumbent.
  - (3) Salary to be paid to incumbent.
- 4. FOLICIES The following policies relating to the employment of overt and semi-covert personnel to be paid from Special Funds are hereby establi
  - All civilian employees assigned to the C.I.G. for the purpose of overseas assignment will be paid from Special Funds. In such cases, a person so appointed must depart for his overseas destination within a period of 90 days.
  - (b) Civilian employees to be appointed for duty within the continent limits of the United States shall not be paid from Special Funds without the prior written approval of the Personnel Review Committee

## FROCEDURE

Fersennel actions requesting the appointment of proposed incumbents or the promotion of present incumbents or changes official station to be paid from Special Funds will be submi in the form and number of copies to be determined later by t Chief, Personnel Division, Personnel and administrative Fran The action will be signed by the Assistant Director of the e concerned or his authorized representative. Assistent Direc are requested to advise the Chief, Personnel Division, in vr

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actions.

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- (b) indept in the case of S.O. personnel for overseas duty, upon receipt by the Personnel Division, the action will be forwarded to the Classifications Section, Fersonnel Division, for determination as to whether the position to be filled has been allocated. The action will then be routed to the Chairman, Fersonnel Review Committee.
- (c) In the case of S.O., actions will be forwarded direct to the Chairman, Tersonnel Review Committee.
- (d) The Chairman, Personnel Review Cormittee, shall determine the dates and time of meetings to be held for considering such actions and such meetings shall be held as frequently as necessary in order to avoid unnecessary colay.
- (c) The Committee small review the qualifications of the proposed incumbent, the proposed salary, and make such other determinat as are necessary in individual cases.
- (f) Unanimous approval of the Chairman and all members of the Fersonnel Review Committee will be required and approval by the Committee will be indicated through its Chairman.
- (g) Letions which are disapproved by the Committee shall be forwarded to the Executive Director for review and final decision in the name of the Director.

FOR THE DIRECTOR OF CENTRAL INTELLIG NOE:

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Deputy Executive for fersonnel and Administration